

**SECRET**

Draft  
20 November 1969

MEMORANDUM FOR: Executive Director-Comptroller  
VIA : Deputy Director for Support  
SUBJECT : Quarterly Report -- July through September 1969

1. This report is for your information only.
2. The review and purge of records from the Records Center continued in each Directorate. During this reporting period 5,312 cubic feet of material was purged. Records Center disposals exceeded accessions during the quarter by 369 feet. The individual participation in the purge follows: DCI area, 16 feet; DDI, 3,535 feet; DDP, 241 feet; DDS, 644 feet; DDS&T, 55 feet; and the Records Center, 722 feet. Since the purge began in July 1968, a total of 20,235 feet of material has been purged.
3. On volume alone, the DDI, which has 50% of the office records volume, conducted the most productive purge of its Records Center holdings. Their total purge effort was especially successful in the removal of 1,900 feet of Supplemental Distribution Material (published intelligence). Their vital records files and inactive office records also were purged for an overall reduction of 3,535 feet of material.
4. Other noteworthy developments include:
  - a. Many files of the types formerly sent to the Records Center are now destroyed <sup>in</sup> ~~on~~ the <sup>office</sup> ~~spot~~ by the <sup>file</sup> ~~custodians~~.
  - b. The annual records inventories showed a reduction of 9,285 feet in the volume of material held in Agency offices. (Total on hand -- 212,168 feet.)

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c. A total of 51,188 feet of office files was destroyed last year. This is an increase of 10,440 feet over the previous year.

d. New Directorate regulations have been issued establishing more stringent controls over records procedures. This will have a favorable effect upon office holdings and retirements.

e. The annual inventory was conducted using Records Control Schedules as yardsticks. This improved the effectiveness of the inventories and in some cases resulted in reduced retention periods.

5. Directorate microfilm activities include:

a. The Cable Secretariat filmed 250,000 cables (73 feet).

b. The Central Reference Service of DDI continues its extensive program to photograph and convert intelligence reports to aperture cards.

c. A Clandestine Service Working Group will in the near future submit recommendations to the DDP on the use of microfiche at Headquarters and in Field Stations.

d. In the DBS:

(1) Twenty-five files are being filmed for vital records storage.

(2) In the Office of Communications engineering drawings have been photographed.

(3) The Office of Security is conducting a feasibility study on the filming of polygraph files.

e. DDS&T has microfilmed 170 feet of cables and disposed of 15 feet of FMSAC records which were on film. Reports and publications are being studied for potential microform application.

6. Other significant activities which impact upon Records Management include

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a. NPIC has begun the installation of motorized shelving. Upon completion 4,700 square feet of floor space will be released to other activities.

b. Motorized shelving is scheduled for installation in the DDP in December 1969. File capacity will be increased by approximately ~~50%~~ <sup>60%</sup> ~~50%~~ in the same amount of <sup>floor</sup> space.

c. The results of the feasibility study on the installation of motorized shelving at the Records Center are expected soon.

d. A Headquarters notice is being drafted assigning Records Management Officers responsibility for reviewing requests for the procurement of copying equipment.

e. A Headquarters notice will be drafted requiring each major component of the Agency with large paper holdings to designate a full-time records management officer <sup>and</sup> with support commensurate with the size of the records management job.

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DDP/RMS  
G H 43

EXTENSION

NO.

DATE

20 November 1969

TO: (Officer designation, room number, and building)

25X1A

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

CIA/RAO

702 Magazine

21 NOV 1969

2.

3.

4.

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10.

11.

12.

13.

14.

15.

Attached is my redraft of your draft and a draft notice on copy equipment. I don't think your Paragraphs 6 and 7 or Paragraphs 6.d. and e. in the redraft are appropriate to the report. Suggest instead that a notice(s) should be published.

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**OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]	24 Nov 69	HS
2	[REDACTED]		
3			
4			
5			
6			

<input type="checkbox"/>	<b>ACTION</b>	<input type="checkbox"/>	<b>DIRECT REPLY</b>	<input type="checkbox"/>	<b>PREPARE REPLY</b>
<input type="checkbox"/>	<b>APPROVAL</b>	<input type="checkbox"/>	<b>DISPATCH</b>	<input type="checkbox"/>	<b>RECOMMENDATION</b>
<input type="checkbox"/>	<b>COMMENT</b>	<input type="checkbox"/>	<b>FILE</b>	<input type="checkbox"/>	<b>RETURN</b>
<input type="checkbox"/>	<b>CONCURRENCE</b>	<input type="checkbox"/>	<b>INFORMATION</b>	<input type="checkbox"/>	<b>SIGNATURE</b>

**Remarks:**

For Your review and comment.

Attached is a revised draft of the Records Board quarterly report which seems to be generally acceptable except for the final two sub paragraphs which will probably be deleted at tomorrow's meeting. This DDP version is a reworking of my earlier draft.

There is little new this period and nothing significant, which probably accounts for the delay in our receiving the Directorate reports. I considered submitting a negative report or postponing it until the next quarter but decided (see reverse)

**HERE TO RETURN TO SENDER**

NAME, ADDRESS AND PHONE NO.	DATE
Chief, RAB	24 Nov 69

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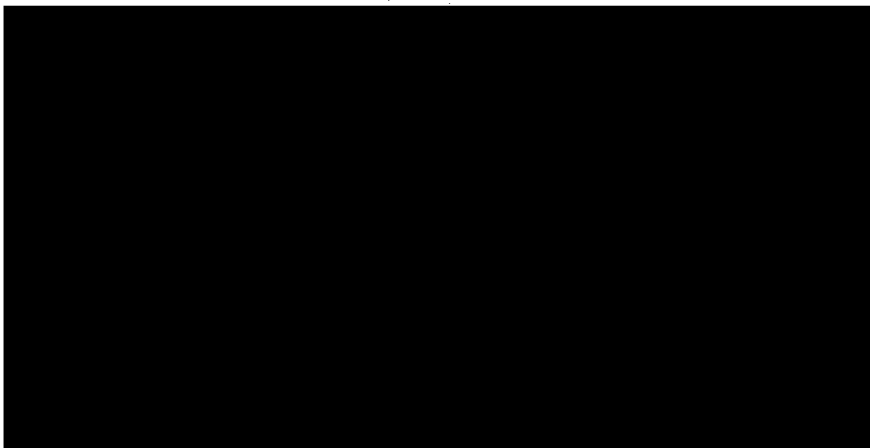
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we should have a report [REDACTED]s proposed.  
Notice will have to be reworked at the next  
meeting and will not be part of the report.



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